



WHAT'S IN THE WORKS

June/July 2012

Another Successful Public Works Week



Planning Committee Members: Back Row - Donald Urquidez, Kreigh Hampel, Danny Morales, Brian Mole, Dan Rynn
Middle Row - Rebekka Hosken, Jacqui Batayneh, Stephanie Kandt, Zepure Khonkikian
Front Row - Ferris Kawar, Sandy George, Jeanne Keeler, Sherry Richardson, Dean Pearson.

**Congratulations to the Public Works Week Planning Committee for
another successful week of events!**

Community Outreach

On April 25th, Public Works hosted an automotive repair training session for local Boy Scouts Troop 265 in an effort to assist them in obtaining automotive maintenance merit badges. Eighteen scouts attended as well as four Scoutmasters. To make this training possible, Ari Omessi, David Rodriguez, Chris Whitney, John Leil and Ron Martin volunteered to adjust their work schedules to ensure the training session was a success.



The training familiarized the Scouts with various vehicles components and fluids that are to be inspected and/or adjusted on a daily and weekly basis. Once the Scouts were familiar with these components, staff familiarized them with the engine, fuel system, electrical system, transmission, suspension. The operation of each system was explained in detail including how it interacts with the other systems.

A question and answer session was held at the completion of training. The Scouts asked some very good questions about various components, which led staff to believe there may be some future automotive repair technicians among them.

Summer Casual Dress Code

The summer casual dress code went into effect on June 1 and continues through September 28.

Employees working in offices may wear business casual attire Monday through Thursday, which is a notch above the "Friday casual" standard. Examples of business casual attire for males include slacks, and casual shirts. Ties and jackets are optional. Examples of business casual attire for females include skirts, capris, or slacks with casual blouses or tops. Employees should wear appropriate footwear (no athletic shoes or flip flops).

Employee on field crews may substitute Public Works Department approved t-shirts for their issued uniform shirts. No other type of shirts may be worn. If you would like an order form to purchase the approved t-shirts, please see your supervisor or Renee Roach in Field Services.





Project Updates

Water and Sewer Main Relocations for Interstate-5 HOV/Empire Avenue Interchange Project



In preparation for the Caltrans I-5 HOV/Empire Avenue Interchange Project and Metrolink's Buena Vista/San Fernando Grade Separation Project, existing water and sewer main crossing under the railroad must be relocated at San Fernando Boulevard and Ontario Street; San Fernando Boulevard and Winona Street; and San Fernando Boulevard and Lincoln Street.

Construction began on April 30th and it is anticipated be completed in approximately five months. In an effort to expedite completion of the project, construction may occur at one or two of the above mentioned locations simultaneously. The safety of the public and workers will control the need for any street closures. Concerted efforts will be made to keep the streets open and traffic moving through the construction zone. Access to driveways will be maintained at all times. Open trenches will be steel plated or covered with temporary asphalt at the end of each working day. No disruption to water or sewer service is expected due to this project.



Verdugo Park Aquatic Facility Renovation Project

On May 8th, the City Council awarded the construction contract for the Verdugo Park Aquatic Facility Renovation Project to Novus Construction. The Verdugo Pool served the community well for sixty years until mechanical and structural problems dictated its closure in 2008. Construction begins this month and will be completed in time for the 2013 swim season. The project replaces the 1948 50 meter pool, bathhouse and other site improvements. A new addition to the facility will be a 2,800 square foot activity pool for kids of all ages that includes two water slides and other features. The project will also add 27 parking stalls. The facilities will feature high efficiency equipment and photovoltaic power generating panels on the roof of the new mechanical building to offset electricity usage.

Park, Recreation and Community Services aquatic programs have continued without interruption during the closure and will continue during 2012 season at the McCambridge Park and high school pools. The Verdugo Recreation Center facilities and the park area to the north of the Center will remain in service during construction.

Safe Routes to School State Cycle 7 Project

The City will begin a new project in July to add pedestrian countdown traffic signal indications to traffic signals on Magnolia Boulevard and on Olive Avenue. The project also includes crossing improvements at several nearby schools. The project will improve the safety of all pedestrians in the area.

Improvements at Buena Vista/Vanowen

Construction will soon begin at the Buena Vista and Vanowen Street railroad crossing. The project will significantly reduce congestion and improve safety at the crossing by including new pedestrian and vehicle railroad crossing gates, median islands, dedicated right-turn lanes, new road striping, and more.

Work was briefly delayed due to negotiations with Sprint regarding the company's nearby underground cables, but we're back on track now. This project, estimated at \$3.2 Million, will be completed in partnership with the Southern California Regional Rail Authority (SCRRA/Metrolink), which is contributing a grant for \$800,000 toward its share of the work. SCRRA funding will be combined with over \$1 Million in federal funding, bringing the City's share to just over 40% of total costs.

Citywide Seismic Retrofit Phase 6

The multi-year Citywide Seismic Retrofit project is continuing. Phase 6 of the project will retrofit the Administrative Services Building (ASB), Northwest Library, Public Works Street Supervisor's Office and Police Evidence Storage Area. This project will strengthen the buildings by reinforcing the floor connections to the walls, which will improve the overall stability of the structures in the event of an earthquake. Award of the construction contract is scheduled for City Council consideration on July 24th, and construction is slated to begin in September. The project is expected to take eight to twelve months to complete, during which time tenants of the ASB will be relocated and services at Northwest Library will be accommodated by the Central and Buena Vista Libraries.



More Project Updates

Sidewalk Repair Project

On May 1, construction began to reconstruct damaged curbs, gutters, sidewalks, driveways, and replace select pedestrian ramps. The project, which includes a large swath through the midsection of the City, started in the vicinity of Fairmount Drive and Sunset Canyon Drive and is currently near to Kenneth Drive and Harvard Drive. Drivers can expect delays at street entrances and driveways during construction. NO PARKING signs will be posted 48 hours in advance of work commencing in areas where parking restrictions will be necessary. The project is expected to be completed by January 5, 2013.

Congratulations on making the Public Works Week picnic another successful Zero Waste event! 182 attendees generated approximately 23 pounds of waste, of which only .5 pound was sent to the landfill.

City Hall Tenant

Improvement Project

The Engineering Division is moving forward with the prequalification process before bidding City Hall Tenant Improvement Project this summer. Prequalification is a process where potential bidders submit financial, safety, litigation and other information on past performance that will allow the City to make judgments on the firms' ability to successfully carry out a future project for us. Only prequalified contractors are allowed to actually submit bids. This project will remodel the old Management Services offices where the City Clerk staff will be relocated and remodel the old Public Information Office where the City Treasurer staff will be relocated. Once the City Clerk and Treasurer staff are relocated, their old offices will be remodeled to provide the City Attorney staff with additional office and conference room space. In addition, the Council conference room and lobby will be refurbished. The work will take about two months and be completed in the fall.



LNCV Permits Now Available Online

Residents can now go to the City's website to apply and pay for permits to park their Large Non-Commercial Vehicles (LNCVs) temporarily on City streets. The new online system was unveiled on June 12th. While permits have been available for a year, a manual system required residents to either come to the Public Works Department or mail in a check. With the help of the City's

Information Technology Department, the entire process is now online, making it even easier and faster to comply with the LNCV permit requirements.



You can access the permit site by going to the City's website www.burbankusa.gov and clicking on the "I Want To..." menu at top right, then clicking on "LNCV Permit Information."

Fleet News

Public Works recently took delivery of a new 2012 Sewer Vac-Con truck. In complying with the City's Sustainability Action Plan and to reduce our carbon footprint, this new vehicle is powered by compressed natural gas. Burbank is the second City to take delivery of such vehicle in the nation. The new truck will replace a 1999 Sterling truck that was powered by diesel fuel.

This new vehicle will be used for cleaning City sewer pipes and lift stations, city storm water pipes, catch basins, and pump house wet wells.



Burbank Sustainable Commission Green Spotlight Award



At their December meeting, the Sustainable Burbank Commission established the Burbank Green Spotlight Award. Each month the Commission presents the award to a resident or business for their sustainable efforts.

On May 21st, the Commission presented the Burbank Green Spotlight Award to Suzette Alcantar George. Ms. George is an avid recycler and operates a vanpool from the Downtown Burbank Metrolink Station to the UCLA Medical Center.







Public Works by the Numbers

Engineering & Construction

The Engineering and Construction Division includes the Street Design and Construction section and the Permits section. The Street Design and Construction section is responsible for planning, designing, constructing, and monitoring the City’s street, alley, and sidewalk infrastructure improvements; overseeing all work in the public right-of-way for public safety and adherence to City standards.

The Permits section of the Engineering and Construction Division regulates all work performed in the public right-of-way. The table below summarizes the activities of the Permits section during the past three months. These data are an indication of private-sector construction activity in the City.

TYPE OF PERMIT	March	April	May
Gas Company *	27	16	10
AT&T *	4	8	0
BWP - Water Division *	22	19	21
BWP - Electrical Division *	4	1	2
Charter Communications *	0	1	1
Excavation *	13	12	6
Excavation w/Plans *	4	4	5
Sewer *	6	9	1
Haul Route *	0	0	2
Building Plan Check	4	5	5
Building/Construction *	14	13	13
Demolition *	1	1	2
Pool *	1	3	3
Street Use *	57	67	49
Transportation *	21	37	26
Water Discharge *	9	19	34
Address Assignment *	29	13	15
Banner *	3	3	2
Encroachment *	1	0	1
Temporary Encroachment *	1	3	4
Conditional Use (CUP) **	1	1	0
Development Review (DR) **	0	1	2
Administrative Use Permit (AUP)	1	2	0
Accessory Structure Permit	1	1	1
Second Dwelling Unit (SDU) **	1	1	0
Lot Line Adjustment (LLA) **	0	1	0
Minor Fence Exception Permit	1	0	3
Major Fence Exception Permit	1	1	0
Plan Development (PD) **	0	0	0
Tentative Parcel Map (TPM) **	0	0	0
Tentative Tract Map (TTM) **	0	0	0
Variance (VAR) **	0	1	3
Zone Map/Text (ZMA/ZTA) **	1	0	3
Monthly Totals	228	243	214
% Change compared to 2011	9%	33%	43%

OTHER PERMIT SECTION ACTIVITIES	March	April	May
Research/Maps provided to public	16	13	21
News Rack Impoundment	0	0	0
News Rack Verification	37	3	10
News Rack Citations	28	3	10
Open House Applications	9	4	4
Open House Permits *	39	15	16
Monthly Totals	129	38	61

* Permits Issued

** Applications Received in Public Works

Traffic

The Traffic Division includes the Traffic Engineering and Design section, Signs and Painting section, and Signal Maintenance section . Traffic Engineering and Design oversees traffic control designs, plan checking/permitting, parking programs, and neighborhood protection plans. The Signs and Painting section oversees installation/maintenance of traffic signs, traffic control painting, pedestrian crosswalks, and bikeways. The Signal Maintenance section oversees the various Intelligent Transportation System (ITS) devices that include the maintenance/installation of dynamic message signs, trailblazer signs, traffic cameras, and system-wide traffic detection. The Traffic Management Center serves as the centralized command center for the City’s 188 signalized intersections.

The table below summarizes some of the activities of the Traffic Division during the past three months.

	March	April	May
Parking			
Number of monthly permits issued	419	396	405
Monthly parking permit revenue	\$20,950	\$19,800	\$20,250
Residential permits issued	133	183	152
Number of LNCV parking permits issued	121	209	189
LNCV parking permit revenue	\$340	\$310	\$410
Signs & Painting			
Number of linear feet of curb painted/repainted	6,503	3,639	8,020
Number of linear feet of pavement markings painted/repainted	4,097	3,280	3,756
Number of word legends & symbol legends painted/repainted	162	160	106
Number of "Stop" signs replaced on schedule	2	6	7
Number of miscellaneous signs repaired/replaced	282	273	306
Number of traffic count studies conducted	8	0	6
Traffic Signals			
Number of traffic signals receiving preventative maintenance	60	53	28
Number of traffic signal malfunctions repaired	74	64	39
Number of traffic signal malfunctions repaired within 2 hours	73	63	39
Number of Underground Service Alert markings completed	58	56	83

Water Reclamation & Sewer

The Water Reclamation and Sewer Division includes the Engineering and Design section, Industrial Waste Permitting and Inspection section, Plant Operations and Maintenance section, and Sewer Maintenance section. Its functions include issuing sewer permits; establishing sewer fees; preparing reports and studies relating to the City’s Sewer Master Plan and infrastructure needs; coordinating administrative activities with the City of Los Angeles, state, and federal regulating agencies, and maintaining 284 miles of sewers and storm drains.

The table below summarizes some of the activities of the Water Reclamation and Sewer Division over a three month period.

	February	March	April
Number of SLURP rebates issued (\$'s)	\$950*	\$1,400**	\$1,750***
Miles of sewer cleaned	40.48	27.04	29.48
Miles of sewer inspected via CCTV	2	8.3	7.3
Number of routine inspections of Significant Industrial Users	0	0	1
Number of illicit discharges inspected	12	15	18
Number of sewer overflow notifications	0	1	0
Number of sewer overflow notifications responded to in less than 25 minutes	0	1	0
Monthly average of flow treated at the Reclamation Plant (in million gallons per day (MGD))	8.22	7.99	8.28
Monthly average of recycled water delivered to BWP (in million gallons per day (MGD))	2.00	1.96	2.02
Monthly average of treated water discharged to the channel (in million gallons per day (MGD))	6.56	6.41	6.53
Amount of sludge sent to Los Angeles (in million gallons per day (MGD))	0.095	0.107	0.133

*1@\$500, 3@\$150

**1@\$500, 6@\$140

***2@\$500, 5@\$150

Fleet & Building Maintenance

The Fleet and Building Maintenance Division maintains and repairs all City equipment and buildings with the exception of Fire equipment and BWP equipment/facilities. The Fleet Services section repairs a diverse range of conventional and alternate fueled vehicles and equipment, including the City's demonstration hydrogen fuel station. The Building Maintenance section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry, and painting of 775,000 sq. ft located within 80 buildings. Custodial Services cleans 532,000 sq. ft of occupied space in 28 buildings.

The table below summarizes some of the activities of the Fleet and Building Maintenance Division during the past three months.

	March	April	May
Fleet			
Total number of vehicles serviced	1466	1420	1458
Preventative maintenance inspections	187	155	180
General Repairs	1258	1231	1256
Road calls	15	24	10
Warranty/Recalls	6	10	12
Building Maintenance			
Number of work orders processed	287	280	260

Street & Sanitation

The Street and Sanitation Division includes the Road and Parkway Maintenance (including graffiti removal), Weed Abatement, Street Sweeping, Flood Control, Refuse Collection, Refuse Disposal, and Recycling sections.

The table below summarizes some of the activities of the Street and Sanitation Division during the past three months.

	March	April	May
Graffiti			
Number of incidents reported	305	378	309
Incidents removed in 1 day	287	271	247
Incidents removed in 2 days	18	75	42
Incidents removed in 3 days	0	27	13
Bulky Items			
Number of bulky item pickups	1361	1318	1383
Potholes			
Number of notifications received	22	15	24
Number repaired within 6 days of notification	21	14	23
Sidewalks			
Number of notifications received	4	6	12
Number repaired within 6 days of notification	4	6	11
Litter & Weed Abatement			
Number of litter or weed complaints	18	22	51
Number of complaints responded to within 3 days	18	22	51
Solid Waste/Recycling			
Number of service orders processed	905	1037	1174
Number of service orders processed within 5 days	905	1036	1171
Solid waste tonnage disposed of at Burbank Landfill	2716	2665	3026
Green waste tonnage diverted from Burbank Landfill	1650	1751	1843
Electronics collected (tons)	15	11	11
Used oil collected (gallons)	725	510	535
Oil drain pans distributed	8	25	3
Composters distributed	6	30	13
Recycling events conducted	2	5	4

All references to number of days are working days only.

Administration

The Administration Division provides administrative, financial, legislative, and employee relations support for the department.

The following table provides a summary of the call volume received by administrative staff in Public Works Field Services during the past three months.

	March	April	May
Bulky*	547	569	669
Sewer	24	95	104
Solid Waste	1772	1866	2019
Street	192	210	301
BWP	334	340	368
Home Rewards Rebate	29	30	40
Engineering	**	95	155
Traffic	**	135	146
Misc	1180	1279	1324
Total number of calls	4078	4619	5126

*Does not include calls to the Bulky Item Hotline.

**Figures not available.



Public Works Department Mission Statement

The Public Works Department plans, designs, builds, operates and maintains the City's public works systems in a financially and environmentally responsible manner, while responding to the community's changing needs.